COMMONWEALTH OF VIRGINIA

Department of General Services Division of Consolidated Laboratory Services

		Division of Consolidated Labora	iiOi y k	oci vic					
		ORK LABORATORY CERTIFICATION ON the Certification of Laboratories Performing							
Facil	ity Name:		Lab ID:						
Asse	ssor:	Analyst: Inspection Date:							
ATTACHMENTS		 □ Laboratory Equipment List, DGS-35-098 or equivalent □ Laboratory Personnel List, DGS-35-100 or equivalent □ Laboratory Quality Manual Checklist, DGS-35-096 							
Item	Reference	Requirement	Yes	No	Comments				
EQUIPMENT									
51	Protocol §III.B.5	Does the equipment list provided by the laboratory correspond to the equipment observed to be in use on site?							
52	Protocol §III.B.8	Is documentation of equipment calibration and maintenance available?							
53	Protocol §III.B.8	Does documentation included the dates and types of service performed on each piece of equipment during the past three years?							
	RECORDKE	EPING (GENERAL)			T				
54	Protocol §III.B.14.a.i	Were tuning fork certification records retained for at least three years?							
55	Protocol §III.B.14.a.iv	Were analyst training records also maintained for a minimum of three years?							
56	Protocol §III.B.13	Were training records, including an initial demonstration of capability, available for each analyst performing tuning fork certification testing?			Note: Not Applicable for technicians employed more than 3 y. Labs only required to keep records 3 y.				
57	Protocol §III.B.4	Did the laboratory have a log of the printed names, initials and signatures of all analysts performing tuning fork certification testing?							
	CERTIFICA	TION RECORDS							
Recor	ds Reviewed	Date		-	Analyst(s)				
Notes	s/Comments								

TUNING FORK LABORATORY CERTIFICATION ON-SITE INSPECTION CHECKLIST Protocol for the Certification of Laboratories Performing Tuning Fork Certification Testing Item Reference Requirement Yes **Comments** 58 Were the reference tuning forks observed at Protocol the beginning and end of each certification test §III.B.11.e.i batch? 59 Were the data for the reference tuning forks evaluated to verify that the frequency of Protocol oscillation was within $\pm 0.5\%$ of that §III.B.11.e.ii specified by the manufacturer or the most recent independent certification? Was the temperature of the test environment 60 Protocol recorded at beginning and end of each §III.B.11.e.iii certification test batch? Was the temperature of the test environment 61 Protocol maintained within the range of $20^{\circ}\text{C} - 30^{\circ}\text{C}$? &III.B.11.e.iv Protocol Was each tuning fork identified by a serial 62 number or other unique identifier? §III.B.15.a 63 Was each tuning fork subjected to a Protocol minimum of 2 observations that were §III.B.11.e.v averaged to calculate the mph equivalent? 64 Protocol Were calculations performed accurately? §III.B.11.e.v 65 Protocol Were all raw data recorded in ink or entered directly into a computer program? §III.B.14.b 66 Had the analysts initialed and dated each Protocol &III.B.11.e.vi page of their work? 67 Were corrections to records documented with a single line through the original entry and Protocol dated and initialed by the person who made §III.B.14.b the correction? Protocol Were completed certificates reviewed for 68 §III.B.11.f.i transcription errors? 69 Protocol Was each review documented with the date §III.B.11.f.i and signature or initials of the reviewer? Notes/Comments

	Reference	Requirement	Yes	No	Comments
70	Protocol §III.B.15	Did each certificate include the following? ☐ The serial number of each tuning fork ☐ The date testing was performed ☐ The frequency at which the tuning fork was found to oscillate ☐ The corresponding calculated MPH ☐ The radar frequency band within which the tuning fork was to be used ☐ The name and signature of the analyst who performed the testing ☐ The date, seal and signature of notarization			
	OBSERVATION	OF TUNING FORK CERTIFICATION TES'	TING	ON SI	TE
71	Protocol §III.B.11.e.i	Were reference standards observed before and after the sample observation batch?			
72	§III.B.11.e.iii	Was temperature recorded at the beginning and end of the sample observation batch?			
73	§III.B.11.e.iv	Was the test environment maintained between 20° C and 30° C throughout the period of the tests?			
74	§III.B.14.b.i	Was raw data recorded in ink (or directly entered into a computer program)?			
75	§III.B.11.e.v	Data reported as the average of a minimum of 2 observations of each tuning fork?			
76		Were the correct calculation factors applied to the averages of the observed frequency counts?			K band: mph=freq (Hz) x 0.013883 Ka band: mph=freq (Hz) x 0.0094455
77	§III.B.11	Was the calibration procedure performed as written?			
Refere	knces K band: Ka band:	-	•		01 = Frequency (Hz) x 0.013883 7 = Frequency (Hz) x 0.0094455
Notes/0	Comments				